UNITED STATES POSTAL SERVICE ®

Vending Equipment Sales and Service
Daily Activity Log

Month	FY

Location Information

Location Name		Type Code	
Street Address			
City and State		ZIP + 4	
ZIP + 4			

Servicing Employee Information

Servicing Employee Name		Servicing Employee ID Number
Work Address	Telephone Number	
City and State	ZIP + 4	

Check One: Clerk ☐ SSPC Tech ☐ Supervisor ☐ Other: ☐ (If *other* provide) Title: _____ Pay Level: _____

Monthly Workhour Totals

	Hours	Minutes
Month Total Office Workhours		
Month Total Service Workhours		
Month Total Travel Time		
Month Total Overtime Workhours		

Miles Driven and Misc. Costs

| Miles Driven | |
| Misc. Cost | |

Machine Serial #: Model Code: _____ Model Name/Type: _____ Add ☐ Delete ☐

a. Service Date
b. Office
c. Service
d. Travel Time
e. Overtime
f. Sales
g. Transactions
h. Out-of-Service

Month Totals

Machine Serial #: Model Code: _____ Model Name/Type: _____ Add ☐ Delete ☐

a. Service Date
b. Office
c. Service
d. Travel Time
e. Overtime
f. Sales
g. Transactions
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Month Totals

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Month Totals

Machine Serial #: Model Code: _____ Model Name/Type: _____ Add ☐ Delete ☐

a. Service Date
b. Office
c. Service
d. Travel Time
e. Overtime
f. Sales
g. Transactions
h. Out-of-Service

Month Totals

Reporting Period Information — Enter the month and fiscal year for the machine activity being record.

Changes in VESS Information — Check the boxes for location, equipment, or servicing employee and enter the appropriate changes.

Location Information

ZIP+4	Enter the ZIP+4 for the geographical location where the equipment is located.
NAME	Enter a location name that local personnel will recognize when referencing the location.
ADDRESS	Enter the street address of the location.
CITY / STATE	Enter the city and state of the location.
TYPE CODE	Enter the two-digit type code from the Location Type Codes list to the right.

Location Code

Location Type	Code
Postal Branch	BR
Postal Main Office	MO
Postal Station	ST
Postal Store	PS
Aviation / Airport	AV
Bank	BK
College	CL
Corporation	CO
Department Store	DS
Gift Shop	GS
Government Location	GL
Hospital	HP
Hotel	HT
Post Office Express	PE
Supermarket	SM
Mall	MA
Misc. / Other	MI
Military Postal	ML

Servicing Employee Information

SERVICING EMPLOYEE VESS ID NUMBER	The ID number is assigned by VESS automatically. Contact the District VESS program administrator for the number assigned.
NAME	Enter the name of the servicing employee whose activities are reported on this form.
ADDRESS	Enter the street address where the servicing employee is domiciled.
CITY / STATE	Enter the city and state where the servicing employee is domiciled.
ZIP+4	Enter the ZIP+4 where the servicing employee is domiciled.
TELEPHONE NUMBERS	Enter the telephone, pager, and mobile number when applicable in the appropriate box.
JOB TITLE	Check the appropriate box. If 'OTHER', include title and pay level.

Month Totals

TOTAL OFFICE HOURS	Enter the sum total of "b" entries here.
TOTAL SERVICE HOURS	Enter the sum total of "c" entries here.
TRAVEL TIME	Enter the sum total time spent in transit for this location for the month recorded.
MILES DRIVEN	Enter the sum total mileage charged to this location for the month.
MISCELLANEOUS COSTS	Enter the dollar and cent amount for any rent, utilities, or cleaning supplies used during the month of record.

Current Equipment Codes

Model Code	Item Number	Model Name	Type
118	V-3504D	PS-53D	SVM
119	V-3504C	PS-53C MOD	SVM
120	V-3510	PS-22	SVM
121	V-3510	PS-22B	SVM
206	V-1065E	PBM-6	BVM
207	V-1065D	PBM2A	BVM
208	V-1065F	PBM-7	BVM
307	V-3508B	PCM-1625A	MCM
308	V-3508C	PCM-1625B	MCM
601	V-3508D	PBSM-624	BSM
602	V-3508D	PBSM-624B	BSM

Machine Information

MACHINE SERIAL NUMBER	Enter the serial number located on the boiler plate identification tag affixed to the machine.
MODEL CODE	Enter the appropriate model code from the list to the right.
MODEL NAME / TYPE	Enter the appropriate model name / type from the list to the right.
ADD / DELETE	Check the appropriate box to add or delete a machine.

a. ENTER SERVICE DATE — Enter the service date for each day service activities are performed.

b. ENTER THE NUMBER OF OFFICE WORKHOURS — Office hours are the number of hours and minutes spent counting currency, preparing deposits and stock requisitions, performing accounting functions, auditing, depositing currency, arranging for repair and replacement of failed subassemblies, and providing customer service including reimbursements.

c. ENTER THE NUMBER OF SERVICE WORKHOURS — Service workhours are the number of hours and minutes spent servicing the equipment by loading stock, collecting cash, replacing modules (troubleshooting), and general housekeeping.

d. ENTER THE NUMBER OF TRAVEL TIME HOURS — Enter the time in hours and minutes spent in transit to this machine.

e. ENTER THE NUMBER OF OVERTIME HOURS — Postal overtime pay is a premium pay to eligible employees for work performed after eight paid hours in any one service day or forty paid hours in any one service week.

f. ENTER SALES AMOUNT FOR MONTH — "Sales" = "products sold" x "the price" (See PO-102, Chapter 7)

g. WHEN REQUESTED, MONITOR TRANSACTIONS — Enter the total number of transactions generated by the corresponding machine during the accounting period. (Refer to Retail Vending Operation and Marketing Handbook, PO-102, for instructions on monitoring transactions for a particular machine.)

h. ENTER THE OUT-OF-SERVICE CODE — The out-of-service code is the four-digit code based on the following: the first two digits represent the total number of days a machine is out-of-service. The second two digits are based on the code table to the right.

MONTHLY TOTALS — Total rows f through h, left to right, for each machine listed. Enter the sum in the appropriate MONTHLY TOTALS block. (Make entries for items "g" and "h" only when applicable.)

Code	Descriptor	Example: 04-03
01 = Validator		The first two digits indicate the machine was OUT-OF-SERVICE for four days. The second two digits indicate the primary reason was for a defective controller.
02 = Coin Mech		
03 = Controller		
04 = Dispenser		
05 = Electrical		NOTE:
06 = Other		In the event a machine is inoperative for various reasons during the month, indicate the OUT-OF-SERVICE code you feel was most predominant in the Month column.
07 = Jam		
08 = Jackpot		
09 = Switch		
10 = Damage		
11 = Relocation		